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MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

A summary of significant events of
interest to USDA management

FEB 14 '79

Issue #7
March 21, 1975

MANAGEMENT AND BUDGET

MANAGEMENT COUNCIL ACTIONS.....

....OI Providing Security Assistance.....Bill Gould and Tony Musolino, OI, discussed what OI is doing to assist agencies to secure government and personal property against thefts and vandalism. Since Jan. 5, they have been engaging in a program of updating agency Facility Self-Protection Programs and Warden Systems. They asked the agencies to appoint an individual to serve as security liaison with them. They are working on a proposal to electronically improve security and they will present it to the Council. They stressed that if any assistance is needed -- a theft or vandalism has occurred, etc. -- call ext. 74104 and someone will be on the scene very rapidly.

....Project Overhead Progresses.....Reports were received from the two Task Forces. The Training Task Force received a "go" decision on March 12 to continue its study. The Printing, Publications, and Duplications Task Force has established a March 28 target date for its draft report. The next areas to be studied are information services and FTS costs.

....Digest of Federal Register to be Discontinued.....The Digest will no longer be distributed to the Management Council. This decision is a result of a survey of the recipients.

SECRETARY PRAISES MANAGEMENT COUNCIL CONCEPT.....The Secretary wrote Richard Bartlett, AMS, concerning his presentation to the Council on the AMS' cost accounting system (See Issue #6). In his memorandum, the Secretary said:

"I would like to take this opportunity to extend my personal appreciation for a job well done. As you know, I strongly support the Management Council concept and believe that programs of this type can contribute most significantly to making the Council succeed in its efforts to make USDA a better managed Department."

RECENT CONGRESSIONAL ACTIONS.....

HOUSE PASSES EMERGENCY EMPLOYMENT APPROPRIATIONS ACT.....The bill provides significant increases in funding for the Watershed and Flood Prevention Program, Resource Conservation and Development, Forestry, and FmHA loan programs. Senate hearings have been held but no further action taken. (Contact: Chuck Jewell, OMF, ext. 76176.)

SENATE AGRICULTURE AND FORESTRY COMMITTEE MAKES BUDGET RECOMMENDATIONS.....These are being provided to the Budget Committee under the procedures of the Budget and Impoundment Control Act. USDA provided substantial staff assistance to the committee, including a complete restatement of the budget by OMB function and authorizing legislation. (Contact: Steve Dewhurst, OMF, ext. 73045.)

BILL REPORTED EXTENDING FOOD PROGRAMS "AS IS".....USDA has strongly objected to H.R. 4222, reported by the House Committee on Education and Labor on March 17. It would defeat the Administration's proposal to substitute a comprehensive block grant proposal for the child nutrition programs. (Contact: Fritz Behrens, OMF, ext. 73671.)

SENATE COMPLETES FLOOR ACTION ON USDA'S PROPOSED RESCISSIONS AND DEFERRALS.....They concurred with House action rescinding \$10 million for the Forestry Incentives Program. They agreed to rescind only \$7.8 million of Water Bank funds. No conference action has been taken. (Contact: Chuck Jewell, OMF, ext. 76176.)

PER DIEM AND MILEAGE BILLS PROGRESS.....The House Government Operations Committee voted to report H.R. 4834 on March 20. The Senate passed S. 172 on March 20. The bills differ as to when the mileage provisions take effect. (Contact: Al Duran, OMF, ext. 74654.)

TARGET PRICE LEGISLATIVE PROPOSALS SENT TO CONGRESS.....The 2 proposals would establish target-price type programs for rice and extra-long staple cotton. (Contact: Fritz Behrens, OMF, ext. 73671.)

TRAVEL LIMITATION RESCINDED.....The travel limitation reported in Issue #2 was repealed by P.L. 94-6. (Contact: Chuck Jewell, OMF, ext. 76176.)

PERSONNEL

PRESIDENT ISSUES MEMORANDUM ON EEO.....The March 6 Memorandum to all Department Heads pointed out the need for vigorous affirmative action at all levels to achieve equal employment opportunity in the Federal Service. The President's memorandum will be distributed by a Secretary's Memorandum to all Agencies. (Contact: Linda Brick, OP, ext. 77525.)

FmHA HAS "BREAKTHROUGH"....WOMEN NAMED COUNTY SUPERVISORS.....The two agricultural graduates were recently named supervisors at Kingman, Az., and Morrisville, Vt. (Contact: Marjory Hart, OP, ext. 73263.)

GENERAL COUNSEL RESIGNS.....John A. Knebel's resignation is effective April 1. He will be joining a private law firm in Washington, D.C.

APHIS PROVIDES CULTURAL AWARENESS TRAINING.....Significant inroads to a better understanding of the various ethnic and cultural differences of our workforce have been made by APHIS, SCS, and OP through a short course in Cultural Awareness. The course is presented by a team of experts in Black, Hispano, Native-American, Asian-American cultures, and Women in the workforce. This training will be continued at various field locations and in Washington. APHIS will provide schedules of courses to agencies. Slots will be provided on a space available basis. (Contact: Ron Gurley, APHIS, ext. 74937.)

EQUAL OPPORTUNITY

LISTING TO FACILITATE AWARDING OF MINORITY BUSINESS CONTRACTS.....The Rural Minority Business Assistance Division, OEO, will assist the National Business League in the compilation of a computer listing of all U.S. minority entrepreneurs. This listing should be available for FY 1976 8(a) program planning. (Contact: J. Fred King, OEO, ext. 77117.)

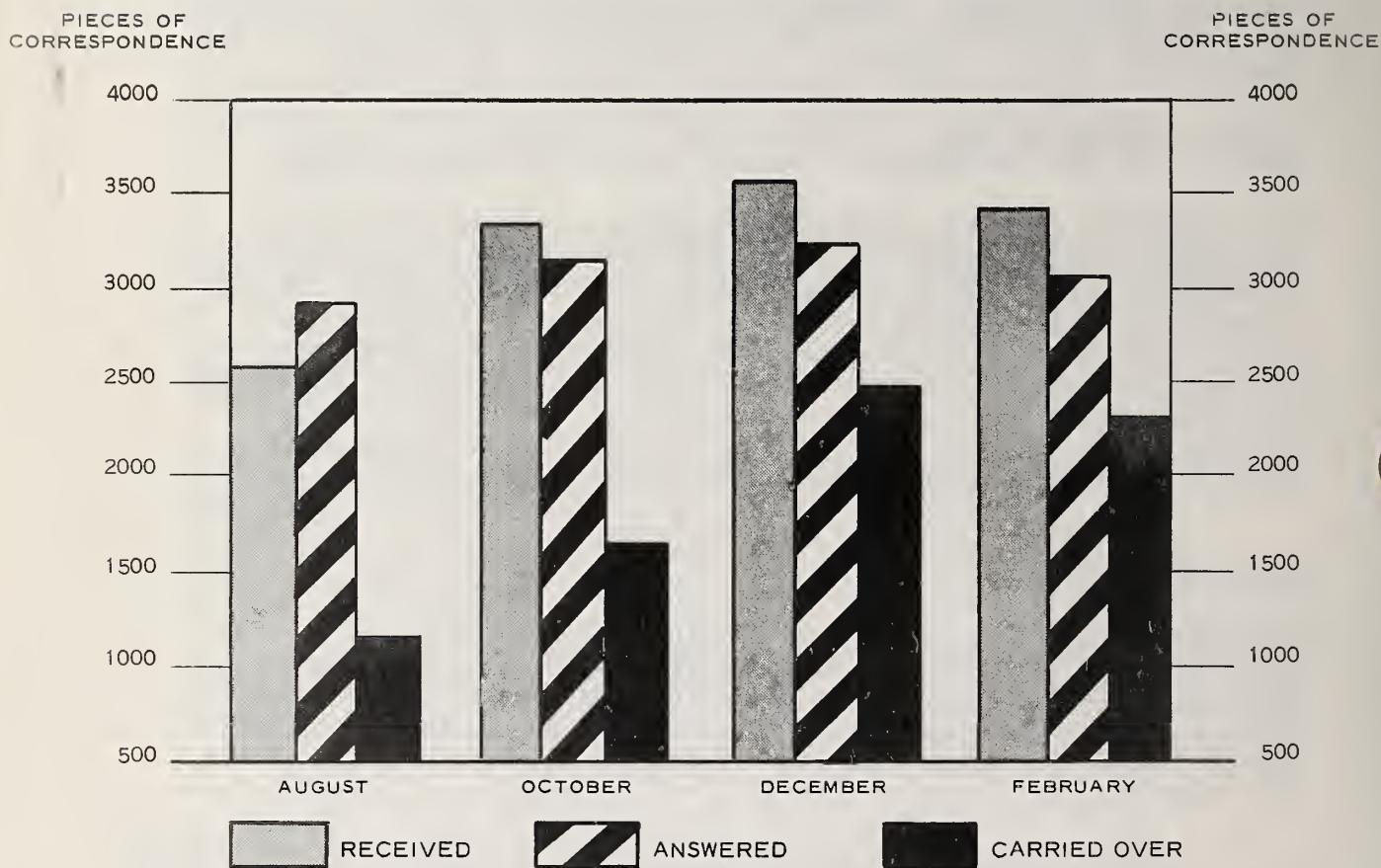
ADMINISTRATIVE OPERATIONS

USDA CALCULATOR SELECTION AND MANAGEMENT GUIDELINES TO BE ISSUED IN APRIL.....A short pamphlet describing calculator features and how to compare buyer requirements against those features is in the printing plant and will be distributed in early April (Contact: Don Manns, OO, ext. 77527.)

ADMINISTRATION BUILDING DINING ROOM COMPLETED.....GSI held an open house on Monday, March 17, and the dining room was open for business on Tuesday, March 18. (Contact: Bill Hamilton, OO, 73141.)

CONTROLLED CORRESPONDENCE STATISTICS AVAILABLE FOR FEBRUARY.....
 Department timeliness in answering to controlled correspondence has fluctuated from a high of 50% in October to a low of 31% in December. In February, 42% was answered on time.

As indicated in the graph below, the Department has had a substantial increase in the volume of controlled correspondence and in the amount pending (in the pipeline) at the end of the month:



Of the agencies receiving controlled correspondence in February:

- 10 answered 75% or more on time;
- 9 answered 50%-75% on time;
- 3 answered 25%-50% on time;
- 1 answered 6% on time (has 437 overdue);
- 1 answered none on time (has 25 overdue).

Timeliness needs to be continually emphasized in both acknowledgments and final replies. (Contact: Jerry Pepper, OO, ext. 78393.)